

**Do not send an email or leave a voicemail message to schedule an Inspection.
You must call and speak directly with the office to schedule an Inspection.**

1. New House Final Inspection and Occupancy Permit:
 - 24 hours prior to the inspection the house shall be disinfected by a professional cleaning company with a virucide cleaning product.
 - Email the Inspector whom you are working with, a signed affidavit by the cleaning company with the date and time the house was disinfected.
 - Visit the Building Department's website, under "Forms", to print and sign the "Final Grades Card Agreement Form". Please email that to the Inspector whom you are working with.
 - No one may enter the property after the disinfection takes place.
 - For Smoke Detector inspections, please see [Executive Order to the Heads of Fire Departments](#), dated March 20, 2020.
 - The Building Inspector whom you are working with will inform you how the Building Inspection will be conducted.
 - All documentation will be emailed by the Building Department for the closing of the permits.

2. Bathroom/Kitchen and Small Interior Renovations:
 - Call the office at 781-455-7550, Ext. 309.
 - Most inspections for the Building Inspectors will be completed via pictures. Call us when you are ready to schedule. You may be asked to email pictures, and we may request additional pictures when we have your Remote Inspection appointment.

3. Excavations/Foundations and Exterior Work:
 - Contact the office for instructions.

4. Rough Frame Residential:
 - Contact the office for direction on how the inspection will be conducted.
 - No one can be present on the job for 24 hours prior to the inspection.

5. Commercial:
 - All commercial construction shall be signed off through Controlled Construction.

The Inspector having jurisdiction has the right to modify the above procedures at his/her discretion.